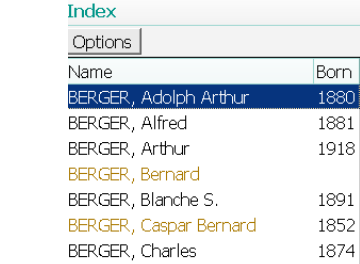
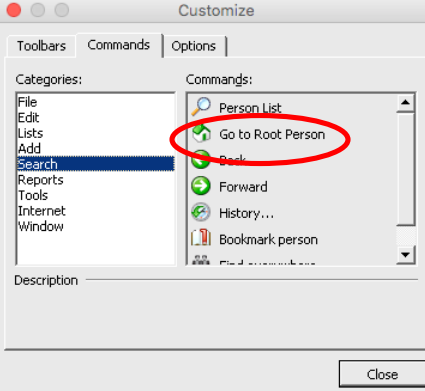
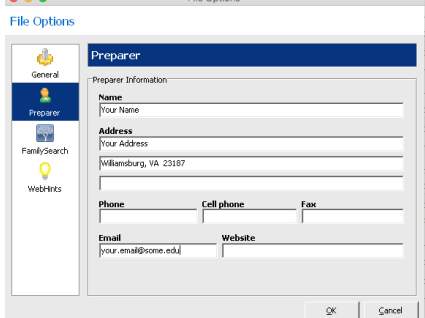
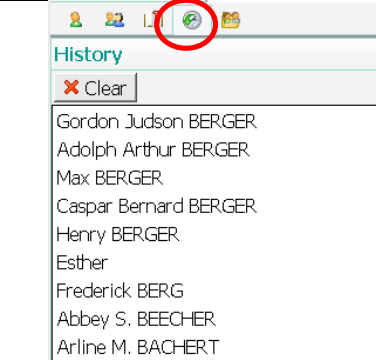
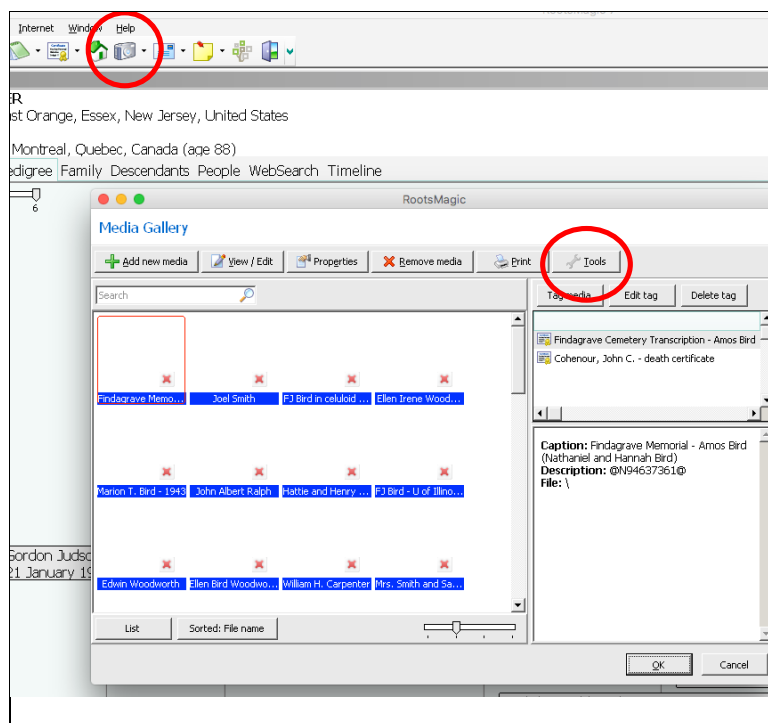


Five Valuable RootsMagic Tips

Terri Tyler, RootsMagic Support Tech

	Find someone fast <ol style="list-style-type: none">1. Click to highlight a name in the index list (left side of the RootsMagic screen).2. Type the last name followed by a comma, then the first name.
	Customize the toolbar <ul style="list-style-type: none">• Right click on <u>H</u>elp on the toolbar.• Click [Customize] and then select the [Commands] tab.• Select “Search” from the list of Categories.• Click and drag the “Go to Root Person” icon to the toolbar and drop it whatever position you choose.
	Add Preparer info to reports <ol style="list-style-type: none">1. Click [Tools] then [File Options].2. Select [Preparer].3. Fill in your name and the contact information you wish to share, then click [OK] to save. <p>This information will be displayed on any report you generate and share, helping other researchers find you.</p>
	Use History <p>Select [History] then click on a name in the list to quickly return to a person you edit recently. Click [X Clear] to completely clear the History list.</p> <p>Other quick select icons:</p> <ul style="list-style-type: none">• Index: List of every name in the database.• Family: Displays parents and siblings of highlighted name.• Bookmarks: Create a shortcut to any individual in your database.• Group: Establish groups based on criteria you determine.

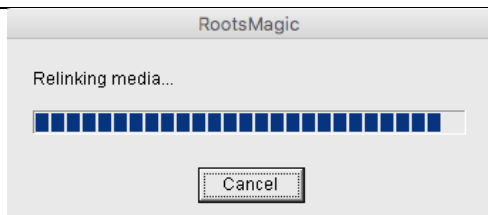


Fix broken media links

1. Click the gray camera icon on the toolbar, then select Media Gallery.
2. Click [Tools], then select [Fix Broken Media Links] from the drop down menu.
3. Specify where to have RootsMagic search for media files, then click [OK].

The default is <All drives>. Use this setting if media files are in more than one folder.

If all media files are in one folder, click the pull down menu and select <A folder> and navigate to select that folder. Note that the folder you select is now displayed under "Search this and all subfolders."



Be patient!

RootsMagic will search the folder(s) or drive(s) you specify, finding images and re-establishing links. Media that continue to display a red X are not in the location you specified.

Williamsburg Family History Center
 2017 Newman Road, Williamsburg, Virginia
 757.220.0266 during center hours
 757.903.5706 when the center is closed

